



# USAID | CENTRAL ASIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 11/2020  
**ISSUANCE DATE:** April 7, 2020  
**CLOSING DATE/TIME:** April 28, 2020

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC) Development Program Specialist (Strategy and Program Office), FSN-11, USAID/Central Asia Uzbekistan Country Office (USAID/CA/UCO), Tashkent, Uzbekistan

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

**James Berscheit**  
**Contracting Officer**

## ATTACHMENT TO SOLICITATION NO. 11/2020

### **I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 11/2020
2. **ISSUANCE DATE:** April 7, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 28, 2020 (6 p.m. Almaty Time)
4. **POSITION TITLE:** Development Program Specialist (Strategy and Program Office)
5. **MARKET VALUE:** \$ 41,915 - \$ 54,355 gross per annum equivalent to FSN-11 In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/CA/Uzbekistan. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
7. **PLACE OF PERFORMANCE:** USAID/Central Asia Uzbekistan Country Office (USAID/CA/UCO), Tashkent, Uzbekistan
8. **SECURITY LEVEL REQUIRED:** FSN SBU
9. **STATEMENT OF DUTIES:**

#### **BASIC FUNCTION OF POSITION:**

The incumbent will perform a leadership role in strategy and program analyses, reporting, evaluation, and performance monitoring functions in support of the USAID Central Asia Uzbekistan Country Office (UCO), located in Tashkent, Uzbekistan. The incumbent serves as a professional advisor to senior staff on complex development policy formulation and execution. The incumbent could also be required to fulfill Contracting Officer Representative/Agreement Officer Representative (COR/AOR) and/or activity manager functions.

The UCO, under direction from the Regional Mission Director based in Almaty, Kazakhstan, is responsible for the overall management and oversight of USAID development assistance in Uzbekistan. Current programming supports a wide range of technical subjects: agriculture, trade and investment, energy management and efficiency, health care, education reform, local governance, and countering trafficking in persons.

The Program Specialist will provide high-level technical and analytical support to the UCO under the direct supervision of the UCO Director or his/her designee. The incumbent will also work closely with the Regional Strategy and Program Office in Almaty, Kazakhstan.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

##### **A. Budget Management**

**50 %**

1) Serves as the principal coordinator of budget management systems, practices, and procedures for planning and administering a comprehensive budget planning and reporting system. Provides UCO and CA Mission management with timely budget information to inform operational decisions and approvals. Performs as liaison to the USAID Asia Bureau budget team and to the State Department Office of the Assistance Coordinator for Europe and Eurasia.

2) Develops and implements budget planning procedures and practices to help manage the budget planning and execution processes. Assures that earmarks, directives, and other constraints on funding allocations and obligations are met. Manages the Annual Budget Requests process.

3) Acting independently, monitors funding levels in all accounts and responds to funding requests from technical offices. Works with Budget Analysts in the Regional Strategy and Program Office to reconcile budget allowances with the existing Uzbekistan program budgets.

4) Compiles and prepares financial and budget data inputs, in collaboration with technical teams and others as necessary, to complete the Congressional Budget Justification, Operational Plan, Congressional Notifications, and Performance Plan and Report, including recording and entering budget data as necessary through the NextGen/FACTSINFO system.

5) Analyzes budget trends and prepares routine financial and budget reports and briefing materials. Uses graphics and other computer-based systems to make the reports useful and clear. Verifies analytical tables for program planning and budgeting including Congressional Budget Justification (CBJ) and other Operational Plan reports for submission to Washington. Participates in design and preparation of country and program reports requested by Congress, USAID/Washington, the Ambassador, the Country Office Director, the host government, and other donors or clients.

6) Gathers basic data (both financial and program technical details) to process waivers and special authorizations required for programs in Uzbekistan, such as any use of notwithstanding authority, special notifications, and Trafficking in Persons restrictions. Consolidate basic data and provide recommendations to mission management and Washington on how to best comply with such situations.

## **B. Project Design and Management**

**25 %**

1) Serves as the Program Design and Management Specialist for UCO and provides strategic guidance and advice on Agency programmatic requirements as well as all aspects of the program cycle.

2) Provides expert advice and policy direction to technical teams and UCO leadership on program planning, design, and implementation to maximize the development impact Uzbekistan in-line with U.S. government policies and initiatives.

3) Collaborates with the Regional Strategy and Program Office to ensure that the funds allocated to activities achieve intended results and objectives.

4) Provides recommendations and conceptual leadership in shaping and developing new programs and strategic planning processes as well as participates in project and activity designs and assessments.

5) Manages Uzbekistan's portfolio, including the Country Development and Cooperation Strategy, project approval documents, activity design and approval processes, procurement tracking, and procurement planning.

6) Serves as COR/AOR and/or activity manager functions.

## **C. Monitoring, Evaluation and Learning Support to Technical Teams**

**15 %**

1) Oversees development and execution of the UCO monitoring, evaluation, and learning (MEL) plan to ensure that UCO activities (and regional projects working in Uzbekistan) are regularly evaluated for performance and impact in accordance with USAID strategy, policy, and regulatory requirements. This will include, but not be limited to, determining which projects need evaluation and the type of evaluation required (performance, impact, etc.); developing the Annual Evaluation Plan and schedule for the office; working with technical teams and the USAID/CA Regional Evaluation Officer to design evaluation frameworks and terms of reference; overseeing in-country evaluation activities, including data collection and analysis; and

monitoring, reviewing, and reporting on project evaluations' results at the country, mission and Agency levels.

2) Assists UCO technical teams develop Project or Activity MEL Plans, Results Frameworks, and other management processes to assess impact and results achievement of all UCO programs, with the objective of better control and monitoring over projects and measurement of impact or results. This will include, but not be limited to, preparation of Agency requirement on formal indicators for upcoming year's Annual Report; preparation of the mission's certification of indicators to USAID/STATE performance goals; guidance to mission offices on development and implementation of performance monitoring plans, data quality assessments, and changes to monitoring plan.

3) Ensures that technical office project management staff conducts appropriate data verifications – such as data quality assessments, as per USAID policy. The incumbent advises UCO and mission management on any performance measurements and implementation issues that may require corrective action.

4) Assists with project development, providing guidance on USAID policy and strategic priorities to technical teams. Participates in technical procurement reviews when needed. When asked, accompanies UCO management or other senior mission or U.S. Embassy staff on official visits.

5) Advises technical teams on voucher approval regulations and allowable costs for USAID projects.

6) Compiles and maintains project budgets, analyzing budget items and saving results in order to assist technical teams in the preparation of accurate Government Cost Estimates.

7) Assist with building MEL capacity for UCO staff and implementers, e.g., through USAID-organized training and briefings on Agency policies and best practices related to MEL.

8) Assist UCO with mission-wide/Agency-wide movement to a standard Management Information System (MIS), e.g., AIDTracker, USAID Info, or other systems developed to track USAID projects, inputs, outputs and development outcomes.

#### **D. Development Analysis and Coordination**

**10 %**

1) Monitors other donor programs in Uzbekistan. Maintains up-to-date contacts and information on their programs, budgets, future plans, and staffing. Participates, as necessary, in major donor events such as conferences, seminars, and working groups with donors' participation. Prepares special reports to the front office on major outcomes and agreements between donors and host country governments. Responds to request for information on USAID programs and budgets to other donors and government officials. Shares major publications, assessments, and evaluations made by other donors in the region.

2) Using various information sources, the incumbent shall provide regular reports on the current social and economic situation in Uzbekistan. Tracks country performance related to Millennium Development Goals, Poverty Reduction Strategy priorities, and other development strategy performance indicators. The incumbent assists the UCO team to prepare reports and other program materials on Uzbekistan activities including Annual Reports, Portfolio Reviews, Strategy, and the Performance Management Plan.

3) Provides written and oral translation and reporting services as needed, in English, Russian, and/or Uzbek. Prepares briefers, talking points, and other materials for the senior staff or VIP visits when needed.

**Supervision Received:** Under the direct supervision of the UCO Director, or his/her designee, this position plans and carries out complex analytic and writing assignments with a high degree of independence. Meets regularly with his/her supervisor and UCO and Central Asia Mission (Almaty) leadership and staff. Once general policy guidance is provided, the incumbent has the latitude to carry out assignments independently and creatively. The incumbent is held responsible for timeliness and quality of work produced as well as contributions to overall team performance.

**Supervision Exercised:** This position is not supervisory, but the incumbent is expected to have a positive, productive, and professional relationship with all U.S. government staff and its partners. This position will require management of specific processes and involved staff and giving direction to others.

**10. AREA OF CONSIDERATION:** All HOST COUNTRY NATIONALS

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** USAID/Central Asia Human Resources Office, e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**a. Education:** A bachelor's degree in social science, public policy, public administration, business administration, economics, international relations, or related field or host country equivalent. Additional evaluation points will be given to offerors who exceed the minimum requirement.

**b. Prior Work Experience:** A minimum of five years of responsible professional experience in budget/financial management or conducting economic/quantitative analyses.

**c. Language Proficiency:** A minimum of level 4 (fluent) in English, and a minimum of level 4 (fluent) in one language with a minimum of level 3 in the other language (i.e. Russian level 4 and Uzbek level 3 or Russian level 3 and Uzbek level 4, or Russian level 4 and Uzbek level 4). This includes speaking and writing.

**d. Job Knowledge:** Familiarity with donors, or other development assistance programs is required. Knowledge of Uzbekistan economic, political, social, and cultural characteristics, and development trends is required. Professional-level skills in computer word processing, database applications, EXCEL, and computer graphics software are required. Experience in using the internet to conduct searches and collect information is required.

**e. Skills and Abilities:** Must have demonstrable and exceptional leadership, interpersonal, managerial, and analytical abilities and skills to effectively perform duties. Excellent organizational, logic, analytical, writing, and communication skills with the ability to provide training and guidance in a professional manner are needed. The candidate must have demonstrated the ability to work successfully independently and on teams, be flexible and produce quality products under tight deadlines, and be available to work long hours, if necessary. The candidate must be able to exercise significant professional judgment relating to program budgets and development and monitoring regulations, and ability to prioritize in a complex, fast-paced political environment. This position will require some domestic and international travel.

## **III. EVALUATION AND SELECTION FACTORS**

Applicants will be evaluated against the following criteria:

1. Education (10 points)
2. Prior Work Experience (25 points)
3. Knowledge, Skills and Abilities:
  - Knowledge (25 points)
  - Language Proficiency (20 points)
  - Skills and Abilities (20 points)

#### **IV. PRESENTING AN OFFER**

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed below with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Tuesday, April 28, 2020** via e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov) or mail to the Executive Office/Human Resources (EXO/HR), USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan (tel.: 7-727-2507612/17, ext. 6353).

Only short-listed candidates will be contacted. No late submissions will be accepted.

USAID/CA reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

#### **VI. BENEFITS/ALLOWANCES**

According to Local Compensation Plan.

#### **VII. TAXES**

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

#### **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .